

Absolute Business Solutions, Inc.



If the books don't compute....Call Absolute! 847-781-0000

May 2005

A Certified QuickBooks ProAdvisorSM



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Tips and Tricks

The following keystrokes can you save LOTS of time:

COPY TEXT

Highlight Text -
Ctrl + C Copy text to clipboard

Click on New Location -
Ctrl + V Paste text from clipboard

MOVE TEXT

Highlight Text -
Ctrl + X Cut text to clipboard

Click on New Location -
Ctrl + V Paste text from clipboard

This newsletter is intended to educate QuickBooks users. An archive of newsletters is at www.absolutebusinesssolutions.us.

Commission Employees

Commissioned employees can be set up to pay by percentage. If you pay your salespeople 7% of sales, enter the payroll item "Commission" with a rate of "7%".

When you generate payroll at the end of the month, run your "sales by rep summary" report for the prior month, either cash basis or accrual basis depending on your commission program, then print.

Select the employees to pay. Preview the checks before creating and enter the monthly sales figure in each reps paycheck in the quantity column. Notice the check total has multiplied the 7% rate by the monthly sales total.

If you create a customized sales report with customer:job totals, you could also job cost the commission paid in your job costing expenses.

New Feature in Payroll

Enter Hours Using Rapid Time Entry! Now when you select your employees to pay, Intuit has added a new option. If you select Enter Hours Using Rapid Time Entry in your Pay Employees screen, a new window pops up for quick entry of hours. After you enter the hours for all hourly employees, you can preview the paychecks, then create and print.

Give it a try, it could be a time saver.

Need a Bookkeeper?

Are you out of time? No time to enter your sales or post your customer payments, not even enough time to pay the bills? Is the paperwork stacking up? As a QuickBooks Advisor, I have 8 years

UNDO

Ctrl + Z Undo last change or drill down report

DELETE

Ctrl + D Delete transaction - item

QuickBooks will not allow you to delete an active item or name that has been used in a transaction.

of QuickBooks experience as well as 20 years of bookkeeping. I can help out with weekly or monthly bookkeeping functions in your office.

Call Cheryl Wehofer at 847-781-0000 to discuss the options.

Classroom QuickBooks?

Absolute Business Solutions is considering offering classroom training. For starters, I may offer a beginner and an advanced class in four hour sessions. Your feedback on these class offerings is appreciated.

I am looking for suggestions on the types of QuickBooks workshops to offer. For example: setting up payroll in QuickBooks, using job costing and the related reports, managing my sales tax liability or creating customized reports. Please call 847-781-0000 or email me cheryl@wehofer.net with your suggestions.

For more information on QuickBooks software, training, configuration and support, call Cheryl Wehofer at Absolute Business Solutions, Inc. in Hoffman Estates, IL, 847-781-0000.

• **Business Service Resources**

Folisi, Samz & Company
1251 N Plum Grove Rd
Ste 120
Schaumburg, IL 60173
John Lackinger, CPA
847-843-8770

Lincoln Financial Advisors
8755 W. Higgins Rd, 5th Flr
Chicago, IL 60631
Michael S. Magnuson CFP, CPA
MST
773-867-3657

Excalibur Technology Corp.
Computer & Network Solutions
Jerry Hinton, Sales
847-842-9570

LaSalle Bank ABN AMRO
Banking & Commercial Lending
Maria Alvarado, VP
847-605-0100

[Send Email](#)

[Web Site](#)

phone: 847-781-0000

All listings come with a personal recommendation from Absolute Business Solutions, Inc.

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Absolute Business Solutions Inc Newsletter

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Why did you receive an email from us?

If you received a mailing from us, (a) your email address is either listed with us as someone who has expressly shared this address for the purpose of receiving information in the future ("opt-in"), or (b) you have registered or purchased or otherwise have an existing relationship with us. We respect your time and attention by controlling the frequency of our mailings.

How we protect your privacy

We use security measures to protect against the loss, misuse and alteration of data used by our system.

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We will never share, sell, or rent individual personal information with anyone without your advance permission or unless ordered by a court of law. Information submitted to us is only available to employees managing this information for purposes of contacting you or sending you emails based on your request for information and to contracted service providers for purposes of providing services relating to our communications with you.

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If you have received unwanted, unsolicited email sent via this system or purporting to be sent via this system, please forward a copy of that email with your comments to cheryl@absolutebusinesssolutions.us for review.

Privacy Policy Changes

This policy was created on March 25, 2004.

